

**SOUTH CAROLINA SCHOOL FOR THE  
DEAF AND THE BLIND**

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***District Information Technology Plan***

***July 2013 - 2016***

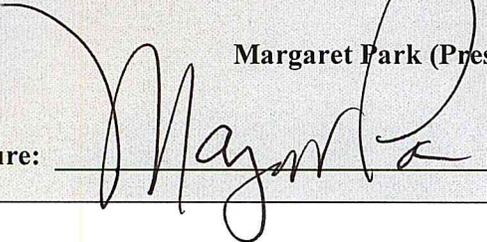
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*I verify that all above components for the South Carolina School for the Deaf and Blind's technology plan have been addressed:*

**Technology coordinator's name:** Trad Robinson

**Technology coordinator's signature:**  6/17/13  
Date signed

**Superintendent's name:** Margaret Park (President of SCSDB)

**Superintendent's signature:**  6/17/13  
Date signed

## **II. District Profile Update**

- Five schools in the SCSDB “district”:
  - 005 - Blind Secondary School
  - 007 - Deaf Secondary School
  - 009 - Deaf Elementary/Middle School
  - 010 - Blind Elementary/Middle School
  - 011 – Cedar Springs Academy
- 285 total students (based on PK-12 students served, 2012-13 school year).
- 81.75%, of students eligible for free or reduced lunches.
- eRate percentage = 90%
- In addition, SCSDB maintains personnel throughout that are based out of home offices or in our Columbia Office.
- SCSDB also serves the following; Deaf-Blind Project, Kelly’s Kids, Vision Services, Hearing Services, Summer Camps, and Braille Production Center.

## **III. Executive Summary**

The Technology Plan for SCSDB will provide the district with guidelines for the updating of technology over the next 3 years as to enhance the teaching and learning process enabling our students to become responsible citizens.

SCSDB continues to make steady progress toward improving its technology equipment, systems, processes and training. The Technology Plan has a focus on the increased use of technology as a daily tool for students. The implementation of a one to one program is critical to providing access to the technology.

The plan provides a path to the ideal classroom for 21<sup>st</sup> century learning as well as ensuring the proper infrastructure to support students and staff. Professional Development opportunities are included to support teachers in the integration of technology into daily lesson plans.

#### **IV. District Needs Assessment**

SCSDB has made significant improvement in the quality of computers in recent years. SCSDB currently has approximately 425 computers within the instructional and administrative facilities. The systems vary in age, configuration and operating systems with the majority of machines running Windows 7.

SCSDB continues to identify needs, but a partial list is as follows:

- Hands-on technology learning opportunities through laptops, iPads, or increased classroom computer access;
- Increased student exposure to assistive technology;
- Training opportunities specific to classroom/teaching needs;
- Replacement schedule for all technology;
- Increased student access to technology in dormitories and at home;
- Documentation of technology processes and more written policies and procedures;
- Distance education and virtual classrooms;
- Technology to address the needs of visual and auditory learners.

#### **V. District Vision and Mission Statements**

- Vision Statement:

The South Carolina School for the Deaf and the Blind will be the statewide leader in education and accessibility for individuals who are deaf, blind or multi-sensory disabled.

- Mission Statement:

The mission of the South Carolina School for the Deaf and the Blind is to ensure that the individuals we serve realize maximum success through high quality educational programs, outreach services and partnerships.

## **VI. The Five Individual Technology Dimensions**

### **TECHNOLOGY DIMENSION 1 – Learners and their Environment**

**GOAL: SCSDB will use research-proven strategies to provide residential, school and community environments conducive to our students achieving technological literacy and to raise the overall level of academic achievement.**

SCSDB has been named a Palmetto Gold School by the State Department of Education, earning excellent rankings in both absolute and improvement ratings. While Palmetto Gold status is a good indicator of student progress, SCSDB continues to seek external review and opportunities for continued improvement. The district was recently accredited by the Southern Association of Colleges and Schools and the Conference of Educational Administrators of Schools and Programs for the Deaf, Inc. SCSDB will use the recommendations of the two organizations to continue to enhance the environment to ensure that students achieve technological literacy and meet or exceed overall academic goals.

SCSDB continues to make progress toward the objectives in the “Learners and their Environment”.

#### Objectives, Strategies, and Action List to Reach Goal

- Objective 1a: Implement four-year replacement cycle to ensure accessibility and availability of up to date technological resources.
- Objective 1b: Explore alternative funding sources to address need for additional technology resources.
- Objective 1c: Explore various software and web-based curricula for use to enhance educational opportunities.
- Objective 1d: Explore resources to enable online activities enrichment and remediation options for students before and after school.

Possible Baseline Data:

- Test Scores
- District Report Cards
- Technology Surveys
- Student Electronic Portfolios
- School Technology and Improvement Plans

Possible Data Sources to be used for Ongoing Evaluation

- Test Scores
- District Report Cards
- Technology Surveys
- Student Electronic Portfolios
- Observations and Interviews
- Anecdotal Records

## ***TECHNOLOGY DIMENSION 2 – Professional Capacity***

**Goal: SCSDB will provide curriculum development and professional development to increase the competency of SCSDB educators so that research-proven strategies and the effective integration of instructional technology systems can be used to increase student achievement.**

SCSDB recognizes this dimension as one in need of ongoing improvement and is making efforts to increase professional capacity significantly. Key staff members are visiting other school districts, contacting special education schools and attending conferences and workshops to enable SCSDB to increase utilization of existing technology and to identify new technology and techniques that might assist the educational staff in meeting students' learning styles.

Teachers were offered on campus classes during the school year in basic computer software packages. Vendors as needed, offered assistive technology mini-courses. SCSDB has a goal to utilize a Technology Integration Specialist in the process of integrating technology into the teacher's daily lesson plans.

Objectives, Strategies, and Action List to Reach Goal

Objective 2a: SCSDB will enable educators to achieve and demonstrate proficiency in integrating state-recommended instructional technology standards into their specific area of professional practice to increase student achievement.

Objective 2b: SCSDB will continue to allow the principals of each school to serve as the visionary leaders in technology, ensuring that technology is making a significant instructional and administrative impact for students, teachers, and administrators.

Objective 2c: SCSDB will collaborate with SDE in planning for professional development, ensuring that teachers and district staff are trained to use technology, including assistive technology, to enhance learning.

Objective 2d: SCSDB will provide schools with information and training in technology integration so that teachers can use research-based best-practice instructional methods throughout the curriculum.

Possible Baseline Data:

- Statewide Achievement Test Scores
- District Report Cards
- Teacher Technology Proficiency Forms
- Professional Development Surveys
- Teacher and Administrator Portfolios
- School Technology and Improvement Plans

Possible Data Sources to be used for Ongoing Evaluation

- Statewide Achievement Test Scores
- District Report Cards
- Teacher Technology Proficiency Forms
- Professional Development Surveys
- Teacher and Administrator Portfolios
- School Technology and Improvement Plans
- Observations and Interviews
- Anecdotal Records

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### ***TECHNOLOGY DIMENSION 3 – Instructional Capacity***

**GOAL: SCSDB will use current and emerging technology to create learner-centered instructional environments that enhance academic achievement.**

SCSDB has been able to increase the availability of technology this year, but recognizes the need to make technology more readily available to students for “hands on” learning opportunities. SCSDB continues to make strides in the use of assistive technology. The agency added additional videophones and wireless data devices over the last year, the school has upgraded its Internet connection to increase this capability.

SCSDB recognizes the need for additional mobile computing opportunities for our students and staff. The district is working to obtain the funding and resources to implement a one to one computing environment that is accessible to all of the student population. As the one to one project is implemented, the district acknowledges the need for training and support. Instructional support and professional development opportunities will be provided on the proper use of and the integration into the daily student experience.

#### Objectives, Strategies, and Action List to Reach Goal

Objective 3a: SCSDB will develop a technology framework for local planning that addresses the steps necessary to create a technology-rich environment that will foster increased achievement by all students, including those with special needs.

Objective 3b: SCSDB will provide teachers with the technology resources, including assistive technology, necessary to increase academic achievement by engaging students in active learning.

Objective 3c: SCSDB will provide students with access to current and emerging mobile technology resources that will extend their learning beyond the traditional classroom setting and schedule.

Objective 3d: SCSDB will provide and support a variety of multimedia equipment including mobile and portable technology and software for teaching and learning.

Possible Baseline Data:

- Statewide Achievement Test Scores
- Technology Readiness and Access Surveys
- District Report Cards
- Teacher Technology Proficiency Forms
- Teacher and Administrator Portfolios
- School Technology and Improvement Plans

Possible Data Sources to be used for Ongoing Evaluation

- Statewide Achievement Test Scores
- District Report Cards
- Technology Readiness and Access Surveys
- Teacher Technology Proficiency Forms
- Teacher and Administrator Portfolios
- School Technology and Improvement Plans
- Observations and Interviews
- Anecdotal Records

### ***TECHNOLOGY DIMENSION 4 – Community Connections***

**Goal: SCSDB will increase student achievement through the use of technology, including assistive technology, by maximizing community involvement and community partnerships.**

SCSDB continues to be successful in maximizing community involvement and partnerships.

**1. Legislative Appropriation:** Presentations to the State Legislature have resulted in a distribution of funds designated for technology.

- Infrastructure upgrades related to mobile computing access, network switching and wireless, and server consolidation;
- Infrastructure improvements that will improve public safety notifications, information notifications, access control, and video surveillance.
- Ensure student access to assistive technology that will increase learning, independence and employment opportunities;

**2. Walker Foundation and Donor Support:** The Walker Foundation and its donors have enabled SCSDB to make significant improvements including:

- Purchase of multimedia equipment;
- eBook devices for students (Kindle Project with Amazon);
- Student Call Center;
- Computer lab updates.

### Objectives, Strategies, and Action List to Reach Goal

- Objective 4a: The SCSDB will establish community technology partnerships and collaborations by providing tools, resources, and training that support student transition, achievement, and outcomes. (The term community includes parents, businesses, state and local agencies, nonprofit groups, and institutions of higher education.)
- Objective 4b: SCSDB will fully utilize all available resources by fostering collaboration and cooperation among state-supported organizations, institutions, and initiatives.
- Objective 4c: SCSDB will provide after-hours access to labs, media centers, and classrooms where available and mobile technological resources to students and staff.
- Objective 4d: SCSDB will ensure that all their buildings are interconnected and have access to the needed online resources to promote and encourage student achievement.

### Possible Baseline Data:

- Statewide Achievement Test Scores
- Community Technology Access Surveys
- Lab, Media Center and Mobile Schedules
- SDE Technology Readiness Tool
- School Technology and Improvement Plans

### Possible Data Sources to be used for Ongoing Evaluation

- Statewide Achievement Test Scores
- Community Technology Access Surveys
- Lab, Media Center and Mobile Schedules
- SDE Technology Readiness Tool
- School Technology and Improvement Plans
- Observations and Interviews
- Anecdotal Records

### ***TECHNOLOGY DIMENSION 5 – Support Capacity***

**GOAL: SCSDB will expand and support technology resources to assist educators and learners in meeting the state academic standards.**

SCSDB has worked to ensure that the school has the necessary infrastructure to support educational and administrative needs. Infrastructure improvements include:

- Implemented new core network technologies
  - E-Mail Server
  - DHCP Server
  - DNS Servers
- Installed/set up new virtualization technologies to reduce overall server footprint
- Updated core network data closets to streamline troubleshooting and maintenance of equipment

SCSDB is currently implementing a number of additional infrastructure improvements to include:

- Upgrade to Network Switching;
- Uninterrupted Power Supplies (UPS);
- Voice Over IP;
- Accessible Emergency Notification System;
- Wireless Infrastructure.

SCSDB has made a number of improvements to enhance support to the educational staff and students including:

- Active Directory;
- Formal Help Desk;
- 508 compliance on all school related Web sites;
- Expanded Remote User access through Cisco VPN.

Support enhancements planned for the coming year include:

- Re-assessment of technology staff needed to meet instructional support needs;
- Continued Implementation of the Emergency Notification System;
- Implementation of content management system for agency Web sites.

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### Objectives, Strategies, and Action List to Reach Goal

Objective 5a: SCSDB will ensure that all students, including those with special needs, and teachers have access to electronic information resources.

Objective 5b: SCSDB will ensure that their schools have an integrated, secure network infrastructure with dynamic bandwidth capacity to support fully converged networks that allow for communication, data collection and distribution, and distance learning.

Objective 5c: SCSDB will have sufficient qualified technical staff, including staff for the networking, server operation and support, and desktop systems areas.

Objective 5d: SCSDB will implement an obsolescence and upgrade plan to replace and recycle equipment and software.

### Possible Baseline Data:

- Statewide Achievement Test Scores
- District Report Card
- Professional Development Tracking and Surveys
- SCSDB, School, and Community Surveys
- Documented Access to Technology Resources
- Technology Needs Assessments
- School Technology and Improvement Plans

### Possible Data Sources to be used for Ongoing Evaluation

- Statewide Achievement Test Scores
- District Report Card
- Professional Development Tracking and Surveys
- SCSDB, School, and Community Surveys
- Documented Access to Technology Resources
- Technology Needs Assessments
- School Technology and Improvement Plans
- Observations and Interviews
- Anecdotal Records

The following tables represent the technology budget for FY 2012-13.

Cost Element Name	Budget
OFFICE SUPPLIES	2,105
COMPUTER/SOFTWARE	166,531
TRAVEL	1,535
ONE TIME FUNDS FY12	600,000
RECURRING LOTTERY	200,000
TOTAL	970,171

## ACCEPTABLE USE

Code **GBIA-R\*** 1

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**THE LANGUAGE IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SCHOOL. THE SCHOOL RESERVES THE RIGHT TO REVISE, MODIFY, AMEND, DISCONTINUE OR CANCEL THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART, AT ANY TIME IN ITS DISCRETION WITH OR WITHOUT NOTICE.**

### **Purpose of the Network and Associated Technologies**

For students, the purpose of the school network is to assist in preparing students for success in life and work by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.

For employees, the purpose of the school network is to increase communication, enhance productivity and assist employees in their telecommunications/technology skills. The use of technology resources is a privilege granted to employees for the enhancement of job-related functions.

This policy governs all SCSDB technology including, but not limited to:

- The Internet, the Intranet, and e-mail
- Agency assigned computing devices such as cell phones, tablets, portable computers, and portable storage,
- The agency's network and supporting systems and the data transmitted by and stored on these systems.

### **Administration responsibilities**

SCSDB has established guidelines regarding acceptable use of the school network for employees and students. These guidelines require that employees and students receive adequate training in the use of the network and the requirements of these regulations before access is granted.

SCSDB will also provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

Employees will be required to sign an acceptable use acknowledgement indicating that employee has read and understood the acceptable use guidelines before being allowed access to the network. The signed acknowledgements will be kept in the appropriate personnel files.

Students will not be allowed access to the Internet without written parental permission and a signed acceptable use acknowledgement. Forms will be sent to parents/legal guardians in the beginning of the year mailing or as part of new student registration packets. These forms will be kept in the appropriate student record.

IT resources in the residential areas will have access to applications provided through the agency (e.g. word processing, the library card catalog, reference sources). Students may only access Internet resources on this technology if a member of the residential staff is directly supervising them.

## **Employee responsibilities**

### *User name IDs and passwords*

Staff members receive a unique user ID for SCSDB network and computer use. The accompanying password is not to be shared. Staff may change their password at any time and may be required to change it at regular intervals according to SCSDB security standards. Any activity that occurs under a user's ID and/or password will be the user's responsibility.

### *Confidentiality/Ownership*

SCSDB may install software and/or hardware to monitor and record all IT resources, usage, including email and Web site visits. The agency retains the right to record or inspect any and all files stored on or transmitted through agency equipment.

Staff shall have no expectations of privacy with respect to IT resource usage. Staff is advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving agency IT resource usage may be referred to appropriate authorities for prosecution.

### *Limited Personal computers*

Occasional and incidental personal use of the agency's IT resources and Internet access is allowed subject to limitations. By the allowance of such use, however, the SCSDB does not grant any ownership, privacy, or expectation of privacy to any person in the contents of any messages or other Internet activities involving SCSDB resources or equipment.

### *Personal use of the Internet is prohibited if:*

- It materially interferes with the use of IT resources by the agency; or
- Such use burdens the district with additional costs; or
- Such use interferes with the staff member's employment duties; or
- Such personal use includes any activity that is prohibited under any agency state or federal statute or policy.

### *Prohibited Uses of SCSDB Computer Resources:*

- Unauthorized or excessive personal use.
- Use of SCSDB computer resources to infringe the intellectual property rights of others.
- Use of SCSDB computer resources for personal profit.
- Use of SCSDB computer resources to further political causes.
- Staff shall not upload or otherwise transfer out of agency direct control any software licensed to the agency or data owned or licensed to the agency without explicit written authorization. Failure to observe copyright or license agreements may result in disciplinary action from SCSDB or legal action by the copyright owner.
- Staff shall not use IT resources (including but not limited to servers, networks, workstations, and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff who engages in the unauthorized or accidental release of confidential information via the agency's IT resources will be subject to sanctions in existing policies and procedures associated with release of such information.
- Staff shall not download executable software, including freeware and shareware, unless it is required to complete their job responsibilities.
- Staff shall not bypass or attempt to bypass any of the agency's security or content filtering safeguards.
- Staff shall not use agency IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the agency's IT resources.
- Staff shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using agency IT resources.
- Violation of this rule may result in immediate disciplinary action. The incidental and unsolicited receipt of sexually explicit or extremist material, such as might be received through e-mail, shall not constitute a violation of this section, provided that the material is promptly deleted and neither stored nor forwarded to other parties.
- Staff is prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods.
- Staff shall not allow another person to use a district system under his or her district login or student login.
- Staff shall not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc.
- "Hacking tools" which may be used for "computer hacking" as defined in the South Carolina Computer Crime Act, may not be possessed on any agency premise or run or loaded on any agency system.
- District equipment taken off-site, can only be used by district employees. Under no circumstances are non-district persons permitted to use district assigned information systems without written permission

## *E-Mail*

**Inappropriate E-Mail Messages:** Each district e-mail user is responsible for the content of all text, audio or images that they place or send over the Internet or district email systems. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. You may not use another's e-mail address to send e-mail messages. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system.

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, gender, age, national origin, physical attributes, disabilities, or sexual preference will be transmitted.

**E-Mail Addresses:** Employees must only use official district e-mail address for all district business matters. The use of anonymous e-mail services such as Yahoo, Gmail, MSN, etc. to conduct business on the SCSDB network is prohibited.

**Forwarding E-Mail Externally:** Employees must not forward confidential or sensitive district emails to a non-district email address that they own or control.

**Retention of E-Mail Messages:** An e-mail message must be retained for future reference if it contains information relevant to the completion of a district transaction, contains potentially important reference information, or has value as evidence of a district or school management decision. The e-mail message should be printed and filed accordingly.

**E-Mail Message Storage Schedule and Allotment:** E-mail will be backed up for only fourteen calendar days, and each employee will be limited to a total of 2 GB of message storage space. Employees must delete messages they don't need, and store messages that they will need in another way besides the electronic mail system. Examples of this are printing, saving to other document types, and archiving messages in off-line email folders.

**Public Information:** E-mail messages are considered public records and are therefore legally discoverable.

## *Consequences*

Violators of the SCSDB Employee Technology Acceptable Use Policy may be subject to disciplinary action, charge backs for time and materials to repair SCSDB damaged IT Resources or otherwise harmed through the addition, removal, reconfiguration, or any other changes not specifically authorized.

## Student Acceptable Use Policy Agreement

- The SC School for the Deaf and the Blind may provide computer, network, e-mail, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.
- SCSDB may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.
- Students shall have no expectation of privacy with respect to district information system resource usage. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district information system resource usage may be referred to appropriate authorities for prosecution.
- "Acceptable use" of these systems is use that is consistent with the instructional goals of the agency. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.
- SCSDB takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom.
- Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.
- Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Parents and guardians, by you and your child agreeing to this acceptable use policy you will insure that SCSDB computer equipment is handled with care and respect. Only SCSDB IT personnel are allowed to repair or modify SCSDB computer equipment hardware and software.
- "Hacking tools" Hacking tools" which may be used for "computer hacking" as defined in the South Carolina Computer Crime Act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.
- Do not use an unauthorized cell phone or mobile device to access the Internet on school premises.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Do not bypass or attempt to bypass any of the agency's security or content filtering safeguards.
- Follow copyright laws at all times – If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you will be held responsible.
- Do not allow another person to use the computer under your login.
- All online communication must be polite and not threatening or offensive in any way. SCSDB has the right to review any e-mail sent or received using agency equipment and e-mail accounts. E-mail accounts should be used for educational purposes only.
- Do not give out personal information or photos through online communications. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Students should not store personal or non-school related work on agency equipment.
- Please contact your school if you do not want your child to have access to the Internet and e-mail.

## Internet Safety Policy (Staff and Students)

This policy includes provisions to address access by minors to inappropriate matter on the Internet; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identifications regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

### *General Access*

The smooth operation of the network, Internet, and e-mail services relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical, and legal utilization of the network resources. Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither SCSSDB nor any agency employee controls the content of the information available on the systems. Every effort will be made by the agency to monitor and restrict ready access to known objectionable sites; however, SCSSDB does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

### *Technology Protection Measures*

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254 (h), SCSSDB uses technological devices designed to filter and block the use of any of the agency's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. Though the agency makes reasonable efforts to filter such Internet content, the district cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

### *Education, Supervision, and Monitoring*

It shall be the responsibility of all district school staff to educate, supervise, and monitor appropriate usage of online computer network and access to the Internet in accordance with this policy, CIPA, and the Protecting Children in the 21st Century Act.

### *Terms and Conditions of Use*

#### *Acceptable Use*

The purpose of the agency's educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and e-mail services must be in support of education and research and consistent with the educational objectives of SCSSDB. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

#### *Procedures for Use*

- Administrators and teachers may access the Internet or e-mail for educational or work-related purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee.
- SCSSDB will notify parents/guardians about the agency network, related safety issues, and issues governing Internet access through a general letter to all parents. Parental permission is required for use of the Internet.
- A student's parent or guardian must sign an agreement in order for that student to be granted network access. The parent/guardian may withdraw approval at any time through a written request directed to the student's teacher or principal.
- All computer, Internet usage and e-mail usage by agency employees and students must be consistent with the SCSSDB mission and policies.

#### *Rules Governing Use*

##### Permitted Uses of Internet and E-mail

- **Users** will utilize the system for educational and professional or career development activities only.
- **Users** may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only.
- **Users** will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Be aware that the system administrator may delete e-mail at any time.

##### General Prohibitions

- **Users** may not use the agency's system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. SCSSDB will not be responsible for any obligations resulting from any unauthorized use of the system.
- **Users** may not use the system for political activities.

- **Users** will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

#### Personal Safety

- **Students** will not post or e-mail personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, etc.
- **Students** will not agree to meet with someone they have met online without their parent/guardian's approval.
- **Students** will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### Illegal Activities

- **Users** will not attempt to gain unauthorized access to the e-mail system, the Agency Web pages, or any other computer systems through SCSDB e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files.
- **Users** will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- **Users** will not use the agency's system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing agency policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.
- **SCSDB** will notify law enforcement should illegal activities take place.

#### System Security

- **Users** will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.
- **Users** will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.
- **Users** will not download or install any unauthorized software or install any unauthorized hardware.
- **Users** will not run any executable files attached to an e-mail message.
- **Users** will not knowingly use portable data storage devices, which contain viruses or in any other way knowingly spread computer viruses.

#### Use of Appropriate Language

- **Users** will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang related language or symbols.
- **Users** will not post or e-mail information, which could cause damage or a danger of disruption.
- **Users** will not engage in personal attacks, including prejudicial or discriminatory remarks.
- **Users** will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- **Users** will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.
- **Users** will not knowingly or recklessly post false or defamatory information about a person or organization.

#### Access to Inappropriate Material

- **Users** will not use the system to access or send material that is profane, lewd, vulgar, indecent, libelous, or obscene, e.g., pornography, that advocates illegal acts, or that advocates violence or discrimination towards other people, e.g., hate literature.
- **Adult Users** who mistakenly access inappropriate information or images should immediately report this to the IT Department. This will initiate proceedings to have the materials blocked.
- **Students** who mistakenly access inappropriate information or images should immediately report this to the attending teacher. IT should be notified if it is deemed warranted. This will protect the users against an allegation that they have intentionally violated the Acceptable Use Policy.
- **Students** are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

## *Penalties for Improper Use*

An employee who violates the terms of this policy or otherwise misuses email or the Internet to access or send inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation.

Students who violate the terms of this policy or who otherwise misuses their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the Student Behavior Code. Internet and e-mail access privileges also may be cancelled.

Violations of the laws of the United States or the State of South Carolina also may subject student or employee users to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.